



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	STAFF ANALYST
Posting Number	PN# 101150
Department	Fire Department
Division	Emergency Medical Services
Section	Administration
Reporting Location	500 Jefferson
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

***Subject to change**

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Assist the EMS Medical Director’s Office and EMS Administrators in planning, designing, monitoring, evaluating and coordinating education programs for EMS. Formulates and develops systems or “action plans”, procedures and programs to meet training needs and system problems to be addressed based on the needs identified by the EMS CQI process. Compiles data from EMS information system, produces information and interprets results through conclusion or recommendation formulation. Collaborates monthly or as needed with management and supervisory personnel to assess training needs identified through analysis of critical indicators. Conducts conferences with management to filter reports and data collected by the CQI teams. Develops reports, special documents or publications as assigned. Prepares, edits, and revises department correspondence, requests for information, etc. as assigned. Participates in the development of management and administrative policies, procedures and master plans with both short and long term objectives.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Business Administration, Public Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of professional administrative, financial or analytical experience is required.

MINIMUM LICENSE REQUIREMENTS

NONE

PREFERENCES

Preference will be given to candidates with knowledge of HFD/EMS information systems, four years of experience involving management and training in health related field, Masters in Public Administration/Management Information Systems, Windows NT and Microsoft Office 2000. Preference will be given based on level and tenure of experience.

SELECTION/SKILLS TESTS REQUIRED

Qualified applicants will be subject to an assessment of skills during the interview process.

SAFETY IMPACT POSITION NO

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 26
\$1,587.00 - \$2,203.00 Biweekly \$41,262.00 - \$57,278.00 Annually

OPENING DATE October 20, 2004

CLOSING DATE Open until filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. TDD Phone number (713) 759-0838. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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